

IT IS THE VENDOR'S RESPONSIBILITY TO CHECK FOR  
ADDENDUMS PRIOR TO SUBMITTING PROPOSALS

## **NOTICE TO BIDDERS SPECIFICATION NO. 01-194**

The City of Lincoln, Nebraska intends to purchase and invites you to submit a sealed bid  
for:

### **MINI COMPUTER SYSTEM HP E3000/A500 CLASS SERVER**

Sealed bids will be received by the City of Lincoln, Nebraska on or before 12:00 noon  
**Wednesday, October 24, 2001** in the office of the Purchasing Agent, Suite 200, K Street  
Complex, Southwest Wing, 440 South 8th Street, Lincoln, Nebraska 68508. Bids will be  
publicly opened and read at the K Street Complex.

Bidders should take caution if U.S. mail or mail delivery services are used for the submission  
of bids. Mailing should be made in sufficient time for bids to arrive in the Purchasing Division,  
prior to the time and date specified above.

# INSTRUCTIONS TO BIDDERS

## CITY OF LINCOLN, NEBRASKA PURCHASING DIVISION

### **1. BIDDING PROCEDURE**

- 1.1 Bidder shall submit two (2) complete sets of the bid documents and all supporting material. All appropriate blanks shall be completed. Any interlineation, alteration or erasure on the specification document shall be initialed by the signer of the bid. Bidder shall not change the proposal form nor make additional stipulations on the specification document. Any amplified or qualifying information shall be on the bidder's letterhead and firmly attached to the specification document.
- 1.2 Bid prices shall be submitted on the Proposal Form included in the bid document.
- 1.3 Bidders may submit a bid on an "all or none" or "lump sum" basis, but should also submit a quotation on an item-by-item basis. Bidding documents shall be clearly marked indicating the kind of proposal being submitted.
- 1.4 Each bid must be legibly printed in ink or by typewriter, include the full name, business address, and telephone number of the bidder; and be signed in ink by the bidder.
- 1.5 A bid by a firm or organization other than a corporation must include the name and address of each member.
- 1.6 A bid by a corporation must be signed in the name of such corporation by a duly authorized official thereof.
- 1.7 Any person signing a bid for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.
- 1.8 Bids received after the time and date established for receiving bids will be rejected.

### **2. BIDDER'S SECURITY**

- 2.1 Bid security, as a guarantee of good faith, in the form of a certified check, cashier's check, or bidder's bond, may be required to be submitted with this bid document, as indicated of the Proposal Form.
- 2.2 If alternate bids are submitted, only one bid security will be required, provided the bid security is based on the amount of the highest gross bid.
- 2.3 Such bid security will be returned to the unsuccessful bidders when the award of bid is made.
- 2.4 Bid security will be returned to the successful bidder(s) as follows:
  - 2.4.1 For single order bids with specified quantities: upon the delivery of all equipment or merchandise, and upon final acceptance by the City.
  - 2.4.2 For all other contracts: upon approval by the City of the executed contract and bonds.
- 2.5 City shall have the right to retain the bid security of bidders to whom an award is being considered until either:
  - 2.5.1 A contract has been executed and bonds have been furnished.
  - 2.5.2 The specified time has elapsed so that the bids may be withdrawn.
  - 2.5.3 All bids have been rejected.

- 2.6 Bid security will be forfeited to the City as full liquidated damages, but not as a penalty, for any of the following reasons, as pertains to this specification document:

- 2.6.1 If the bidder fails to deliver the equipment or merchandise in full compliance with the accepted proposal and specifications.
- 2.6.2 If the bidder fails or refuses to enter into a contract on forms provided by the City, and/or if the bidder fails to provide sufficient bonds or insurance within the time period as established in this specification document.

### **3. EQUAL OPPORTUNITY**

- 3.1 Each bidder agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, disability, age, or marital status. Bidder shall fully comply with the provisions of Chapter 11.08 of the Lincoln Municipal Code.
- 3.2 Successful bidder will be required to comply with the provisions of the City's Affirmative Action Policy (Contract Compliance, Sec. 1.16).
- 3.3 The Equal Opportunity Officer will determine compliance or non-compliance with the City's Affirmative Action Policy upon a complete and substantial review of successful bidder's equal opportunity policies, procedures and practices.

### **4. DATA PRIVACY**

- 4.1 Bidder agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.
- 4.2 The bidder agrees to hold the City harmless from any claims resulting from the bidder's unlawful disclosure or use of private or confidential information.

### **5. BIDDER'S REPRESENTATION**

- 5.1 Each bidder by signing and submitting a bid, represents that the bidder has read and understands the specification documents, and the bid has been made in accordance therewith.
- 5.2 Each bidder for services further represents that the bidder is familiar with the local conditions under which the work is to be done and has correlated the observations with the requirements of the bid documents.

### **6. INDEPENDENT PRICE DETERMINATION**

- 6.1 By signing and submitting this bid, the bidder certifies that the prices in this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to bid opening

directly or indirectly to any other bidder or to any competitor; no attempt has been made, or will be made, by the bidder to induce any person or firm to submit, or not to submit, a bid for the purpose of restricting competition.

## **7. CLARIFICATION OF SPECIFICATION DOCUMENTS**

- 7.1 Bidders shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of the specification documents.
- 7.2 Bidders desiring clarification or interpretation of the specification documents shall make a written request which must reach the Purchasing Agent at least seven (7) calendar days prior to the date and time for receipt of bids.
- 7.3 Interpretations, corrections and changes made to the specification documents will be made by written addenda.
- 7.4 Oral interpretations or changes to the Specification Documents made in any other manner, will not be binding on the City; and bidders shall not rely upon such interpretations or changes.

## **8. ADDENDA**

- 8.1 Addenda are written instruments issued by the City prior to the date for receipt of bids which modify or interpret the specification document by addition, deletion, clarification or correction.
- 8.2 Addenda will be mailed or delivered to all who are known by the City to have received a complete set of specification documents.
- 8.3 Copies of addenda will be made available for inspection at the office of the Purchasing Agent.
- 8.4 No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of bids, except an addendum withdrawing the invitation to bid, or an addendum which includes postponement of the bid.
- 8.5 Bidders shall ascertain prior to submitting their bid that they have received all addenda issued, and they shall acknowledge receipt of addenda on the proposal form.

## **9. BRAND NAMES**

- 9.1 Wherever in the specifications or proposal form brand names, manufacturer, trade name, or catalog numbers are specified, it is for the purpose of establishing a grade or quality of material only; and the term "or equal" is deemed to follow.
- 9.2 It is the bidder's responsibility to identify any alternate items offered in the bid, and prove to the satisfaction of the City that said item is equal to, or better than, the product specified.
- 9.3 Bids for alternate items shall be stated in the appropriate brand on the proposal form, or if the proposal form does not contain blanks for alternates, bidder MUST attach to the specification documents on Company letterhead a statement identifying the manufacturer and brand name of each proposed alternate, plus a complete description of the alternate items including illustrations, performance test data and any other information necessary for an evaluation. The bidder must indicate any variances by item number from the specification document no matter how slight. Bidder must fully explain the variances from the specification document, since brochure information may not be sufficient.

- 9.4 If variations are not stated in the proposal, it will be assumed that the item being bid fully complies with the City's specifications.

## **10. DEMONSTRATIONS/SAMPLES**

- 10.1 Bidders shall demonstrate the exact item(s) proposed within seven (7) calendar days from receipt of such request from the City.
- 10.2 Such demonstration can be at the City delivery location or a surrounding community.
- 10.3 If bidder does not have an item in the area, it will be at the bidder's expense to send appropriate City personnel to the nearest location to view and inspect proposed item(s).
- 10.4 If items are small and malleable, and the bidder is proposing an alternate product, the bidder MUST supply a sample of the exact item. Samples will be returned at bidder's expense after receipt by the City of acceptable goods. Bidders must indicate how samples are to be returned.

## **11. DELIVERY**

- 11.1 Each bidder shall state on his proposal form the date upon which he can make delivery of all equipment or merchandise. Time required for delivery is hereby made an essential element of the bid.
- 11.2 The City reserves the right to cancel orders, or any part thereof, without obligation, if delivery is not made within the time(s) specified on the proposal form.
- 11.3 All bids shall be based upon **inside** delivery of the equipment or merchandise F.O.B. the City at the location specified by the City, with all transportation charges paid.

## **12. WARRANTIES, GUARANTEES AND MAINTENANCE**

- 12.1 Copies of the following documents must accompany the bid proposal for all items being bid:
  - 12.1.1 Manufacturer's warranties and/or guarantees.
  - 12.1.2 Bidder's maintenance policies and associated costs.
- 12.2 As a minimum requirement of the City, the bidder will guarantee in writing that any defective components discovered within a one (1) year period after the date of acceptance shall be replaced at no expense to the City. Replacement parts of defective components shall be shipped at no cost to the City. Shipping costs for defective parts required to be returned to the bidder shall be paid by the bidder.
- 12.3 Bidder Warrants and represents to the City that all software/firmware/ hardware/equipment /systems developed, distributed, installed or programmed by Bidder pursuant to this Specification and Agreement.
  - 12.3.1 That all date recognition and processing by the software/firmware/hardware/equipment/system will include the four-digit-year format and will correctly recognize and process the date of February 29, and any related data, during Leap years; and
  - 12.3.2 That all date sorting by the software /firmware/hardware/ equipment/system that includes a "year category" shall be done based on the four-digit-year format. Upon being notified in writing by the City of the failure of any

software/ firmware/ hardware /equipment /systems to comply with this Specification and Agreement, Contractor will, within 60 days and at no cost to the City, replace or correct the non-complying software/ firmware/ hardware/ equipment/ systems with software/firmware/ hardware/equipment/ systems that does comply with this Specification and Agreement.

- 12.3.3 No Disclaimers: The warranties and representations set forth in this section 12.3 shall not be subject to any disclaimer or exclusion of warranties or to any limitations of Licensor's liability under this Specification and Agreement.

### **13. ACCEPTANCE OF MATERIAL**

- 13.1 All components used in the manufacture or construction of materials, supplies and equipment, and all finished materials, shall be new, the latest make/model, of the best quality, and the highest grade workmanship.
- 13.2 Material delivered under this proposal shall remain the property of the bidder until:
- 13.2.1 A physical inspection and actual usage of this material is made and found to be acceptable to the City; and
- 13.2.2 Material is determined to be in full compliance with the specifications and accepted proposal.
- 13.3 In the event the delivered material is found to be defective or does not conform to the specification documents and accepted proposal, then the City reserves the right to cancel the order upon written notice to the bidder and return materials to the bidder at bidder's expense.
- 13.4 Successful bidder shall be required to furnish title to the material, free and clear of all liens and encumbrances, issued in the name of the City of Lincoln, Nebraska, as required by the specification documents or purchase orders.
- 13.5 Selling dealer's advertising decals, stickers or other signs shall not be affixed to equipment. Vehicle mud flaps shall be installed blank side out with no advertisements. Manufacturer's standard production forgings, stampings, nameplates and logos are acceptable.

### **14. BID EVALUATION AND AWARD**

- 14.1 The signed bid proposal shall be considered an offer on the part of the bidder. Such offer shall be deemed accepted upon issuance by the City of purchase orders, contract award notifications, or other contract documents appropriate to the work.
- 14.2 No bid shall be modified or withdrawn for a period of sixty (60) calendar days after the time and date established for receiving bids, and each bidder so agrees in submitting the bid.
- 14.3 In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern.

- 14.4 The bid will be awarded to the lowest responsive, responsible bidder whose proposal will be most advantageous to the City, and as the City deems will best serve their requirements.
- 14.5 The City reserves the right to accept or reject any or all bids; to request rebids; to award bids item-by-item, by groups, or "lump sum"; to waive irregularities and technicalities in bids; such as shall best serve the requirements and interests of the City.

### **15. INDEMNIFICATION**

- 15.1 The bidder shall indemnify and hold harmless the City, its members, its officers and employees from and against all claims, damages, losses, and expenses, including, but not limited to attorney's fees arising out of or resulting from the performance of the contract, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property other than goods, materials and equipment furnished under this contract) including the loss or use resulting therefrom; is caused in whole or part by any negligent act or omission of the bidder, any subcontractor, or anyone directly or indirectly employed by any one of them or anyone for whose acts made by any of them may be liable, regardless of whether or not it is caused by a party indemnified hereunder.
- 15.2 In any and all claims against the City or any of its members, officers or employees by an employee of the bidder, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation under paragraph 15.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the bidder or any subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

### **16. TERMS OF PAYMENT**

- 16.1 Unless other specification provisions state otherwise, payment in full will be made by the City within thirty (30) calendar days after all labor has been performed and all equipment or other merchandise has been delivered, and all such labor and equipment and other materials have met all contract specifications.

### **17. LAWS**

- 17.1 The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.

## BID SPECIFICATIONS

### HP E3000/A500 BUSINESS SERVER

#### 1. Equipment Specifications

1.1 Quantity one (1) HP E3000/A500 140MHz 1 way Business Server, including the following features and capabilities (all features are 1 each unless listed otherwise):

1.1.1	Product #A5135A		- Rack System/E33 1.6 meter cabinet.
1.1.2	Product #A6399B		- A500 1 way, 140MHz, 512MB, MPE, IMAGE.
1.1.3	Product #A5573A		- 9GB HotPlug Ultra SCSI LP Disk Drive (2 ea.)
1.1.4	Product #A5573A	0D1	- Factory Integrated (2 ea.)
1.1.5	Product #A4800A		- PCI FWD SCSI-2 card for HP 9000 Servers (2 ea.)
1.1.6	Product #A4800A	0D1	- Factory Integrated (2 ea.)
1.1.7	Product #A5230A		- PCI 10/100Base-T LAN Adptr (2 ea.)
1.1.8	Product #A5230A	0D1	- Factory Integrated (2 ea.)
1.1.9	Product #A5858A		- Secure Web Console PCI card
1.1.10	Product #A5858A	0D1	- Factory Integrated
1.1.11	Product #A5207A		- I/O and Networking Documentation
1.1.12	Product #B9112AA		- MPE/iX Instant Ignition Media
1.1.13	Product #B9112AA	0D1	- Factory Integrated
1.1.14	Product #B9112AA	270	- MPE/iX 7.0 Release Media
1.1.15	Product #B9112AA	910	- MPE/iX FOS and IMAGE/SQL Media
1.1.16	Product #B9112AA	AAH	- DDS cartridge
1.1.17	Product #36920B		- NS3000/iX License, SW and Documentation
1.1.18	Product #36920B	310	- System License for HP 3000 Tier 1 SPU's
1.1.19	Product #36920B	3Y6	- Three Years of System Support Option
1.1.20	Product #B5152AA		- TurboStore/iX 7x24 True-Online Bkup, LTU.
1.1.21	Product #B5152AA	310	- System License for HP 3000 tier 1 SPU.
1.1.22	Product #B5152AA	3Y6	- SW Tel; HW Wty 24x7; Sys Support - 3 Yr.
1.1.23	Product #A6395A		- HP e3000 A-Class Server Rack Mount Kit
1.1.24	Product #A6395A	0D1	- Factory Integrated
1.1.25	Product #C4318SZ		- SMART Family Full Height Enclosure
1.1.26	Product #C4318SZ	103	- DDS-3 DAT Drive Factory Racked
1.1.27	Product #C4318SZ	827	- 2M 50 pin HD to 68 pin HD Cable, M/M
1.1.28	Product #C4318SZ	835	- WSE 68 pin SCSI Terminator
1.1.29	Product #A1356A		- Power Trust II-LR 3.0kVA (2.1kW) UPS 230V
1.1.30	Product #A1356A	0D1	- Factory Integrated
1.1.31	Product #A5217AZ		- Rear Door to RS/E33 1.6 Meter Cabinet
1.1.32	Product #J2063A		- DTC 16MX Communications Server
1.1.33	Product #J2063A	1AC	- Rack Mounted
1.1.34	Product #J2063A	UG5	- Replace 8 Direct with 8 Modern Ports
1.1.35	Product #AIS-SPACERKIT		- UG5 SPACER KIT
1.1.36	Product #28685B		- HP EtherTwist Transceiver

- 1.1.37 Product #A5137AZ - Modular Power Dist. Unit for Std Racks
- 1.1.38 Product #A5137AZ A5N - 250V/16Amp 2.5M PDU jumper cord C19/C20
- 1.1.39 \*Note: the a500 requires a standard Hub for 100Base T translation. The City of Lincoln has a comparable Hub available.
- 1.1.40 Product #J3295A - HP ProCurve 10/100 Hub 24
- 1.1.41 Product #J3295A ABA - U.S. - English Localization
- 1.1.42 Product #J3295A 3Y6 - SW Tel; HW Wty 24x7; Sys Supp - 3 Yr.
- 1.1.43 Product #H4405Y - 24x7 System Support, Phone/Updates, 3 Yr.
- 1.1.44 Product #H4405Y 0BC - Manuals on CD-ROM
- 1.1.45 Product #H4405Y 427 - Support - SMART Enclosure
- 1.1.46 Product #H4405Y 699 - For Internal Entitlement Purposes (2 ea.)
- 1.1.47 Product #H4405Y 701 - Support - HPe3000/A500 Server
- 1.1.48 Product #H4405Y 722 - Support - DTC 16MX/RX Server
- 1.1.49 Product #H4405Y AAH - DDS Cartridge
- 1.1.50 Product #H4726A - Installation - Network Only
- 1.1.51 Product #H4728A 5AA - N/W Config of Low End HP3000 Server
- 1.1.52 Product #H4728A 5AK - N/W Config of DTC Server
- 1.1.53 - SPS Professional Services
- 1.1.54 Product #PSO-e3K - HP e3000 Data Migration by Certified hp e3000 Technical Consultant (2 weeks, include travel estimate) Option

## 2. **Maintenance Certification**

- 2.1 Items bid must be banded by HP Corp. and eligible for installation and maintenance by HP.
- 2.2 Bidder to bear any and all costs to obtain HP Maintenance Certification.
- 2.3 Bidder shall submit a list of all current users of the system proposed.
  - 2.3.1 List shall include: entity, contact person & phone number.
- 2.4 Bidder shall submit a proposal for extended maintenance beyond the first year after the system is up and running.

## 3. **Time is of the Essence**

- 3.1 The City desires to take delivery of this equipment within 30 days after notice of award of bid.
- 3.2 Bidder must specify required lead time for delivery of this equipment with bid response.

## 4. **Delivery**

- 4.1 The successful bidder will be responsible for all costs incurred, to include but not limited to freight, handling, and transit insurance, for delivery to City of Lincoln, 911 Center, 575 S. 10th Street, Lincoln, Nebraska 68508.
- 4.2 Delivery vehicle should be a straight truck since a full size tractor-trailer truck cannot access loading dock without blocking off a city street.
- 4.3 Inside delivery is required.
- 4.4 Title to these products will not pass to the City until fully functional and accepted by the City.

## 5. **Installation**

- 5.1 The successful bidder will be responsible for all costs of installation of the items awarded.
- 5.2 Questions relating to HP Installation Agreements may be handled through the bidders local HP office.
- 5.3 Price shall be complete with all standard and specified equipment.
- 5.4 The system will be tested and ready for operation prior to final payment.

## 6. **Miscellaneous**

- 6.1 All maintenance manuals required by the manufacturer for service must be included.
- 6.2 Equipment must be complete with all cables necessary for installation.
- 6.3 Bid prices to remain in effect for 30 days following bid opening.
- 6.4 Questions regarding this bid may be directed to Julie Righter, Emergency Communication/911 Center at (402) 441-7252.
- 6.5 It is desired by the City to have a Price List for all items supplied and said list shall show discount levels for all items.
  - 6.5.1 Price list shall remain firm for sixty days after acceptance by the City.
- 6.7 Payments will be made periodically though out the project, but in no case will the total be paid until the system is accepted by the City.
- 6.8 Any disputes arising in connection with this contract, terms conditions and Service will be governed by the Laws of the State of Nebraska
- 6.9 Any defective component shall be replaced at no cost to the City.

## 7 **TRADE-IN**

- 7.1 The City has two (2) HP 3000 937 LX's to trade in for these new units.
- 7.2 These trade-in units have the following:
  - 7.2.1 120 meg RAM
  - 7.2.2 48 Port DTC
  - 7.2.3 Dual Network Cards
- 7.3 Trade-in's are available on a where-is-as-is basis.
- 7.4 Successful bidder shall pay all cost to remove them.

## 8 **PRICING**

- 8.1 The City desires pricing on out right purchase and lease/purchase.
- 8.2 Lease/purchase option shall include payment schedule noting lease rate factor, interest rate and specific details of the lease/purchase.
  - 8.2.1 Lease/purchase financing proposal shall be originated by the bidder.
  - 8.2.2 Sample lease/purchase agreement shall be provided with the proposal.
  - 8.2.3 Bidders shall indicate rates for 3 and 5 year lease terms.
  - 8.2.4 Any required prepayments or progress payments must be explained in detail.
  - 8.2.5 If the City desires to pay off the lease before the full term there shall be no penalties applied.
  - 8.2.6 Interest rates shall be fixed for the term of the lease.
- 8.3 The City reserves the right to arrange it's own leasing plan and to award the bid to the firm which best meets the City's requirements.

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Company

**HP E3000/A500 CLASS SERVER  
BID OPENING DATE  
Wednesday, October 24, 2001, 12:00 NOON**

The undersigned bidder, having full knowledge of the requirements of the City of Lincoln for the below listed items and the contract documents (which include Notice to Bidders, Instructions to Bidders, this Proposal, Specifications, Contract, and any and all addenda) and all other conditions of the Proposal, agrees to sell to the City the below listed items for the performance of this Specification, complete in every respect, in strict accordance with the contract documents at and for unit prices listed below.

**ADDENDA RECEIPT:** The receipt of addenda to the specification numbers \_\_\_\_ through \_\_\_\_ are hereby acknowledged. Failure of any bidder to receive any addendum or interpretation of the specifications shall not relieve the bidder from any obligations specified in the bid request. All addenda shall become part of the final contract document.

**BIDDING SCHEDULE**

<u>Item No.</u>	<u>Item Description</u>	<u>Quantity</u>	<u>Total Price</u>
1	HP E3000/A500 Class Server	Per attached	\$ _____
	1.1. Three year maintenance agreement		\$ _____
	1.2. Five year maintenance agreement		\$ _____
2	Less trade in of old system	Lump Sum	\$ _____

		<u>Payment Schedule</u>	<u>Payment Amount</u>	<u>Residual Amount</u>
3	Lease/purchase three (3) year	_____	_____	_____
4	Lease/purchase five (5) year	_____	_____	_____

**BID SECURITY REQUIRED:**                      XX YES,    5%    Amount

**AFFIRMATIVE ACTION PROGRAM:** Successful bidder will be required to comply with the provisions of the City's Affirmative Action Policy (Contract Compliance, Sec. 1.16). The Equal Opportunity Officer will determine compliance or non-compliance with the City's policy upon a complete and substantial review of successful bidder's equal opportunity policies, procedures and practices.

The undersigned signatory for the bidder represents and warrants that he has full and complete authority to submit this proposal to the City, and to enter into a contract if this proposal is accepted.



**RETURN 2 COMPLETE COPIES OF PROPOSAL AND SUPPORTING MATERIAL.  
MARK OUTSIDE OF BID ENVELOPE:**

**SEALED BID FOR SPEC. 01-194**

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
BY (Signature)

\_\_\_\_\_  
STREET ADDRESS or P.O. BOX

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
CITY, STATE      ZIP CODE

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
(Date)